

OFFICE OF THE PRINCIPAL N.J.S.A. GOVT. COLLEGE, KAPURTHALA

7.2 . BEST PRACTICES SUPPLEMENTED BY THE INSTITUTION

2017-18.

- **Student Enrolment and Profile**

Demand Ratio during the year				
Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
B.A.	Humanities	560	407	354
B.Com.	Commerce	75	128	75
B.Sc.	Medical	80	39	39
B.Sc.	Non-Medical	80	36	36
B.Sc.	Computer Science	60	19	19
B.Sc.	Economics	80	12	12
M.A.	English	60	17	17
M.A.	Economics	60	17	13
M.Com.	Commerce	60	53	53
PGDCA	Computer Science	45	32	

- **Catering to Student Diversity**

Student - Full time teacher ratio (current year data)					
Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1269	195	44	0	17

- **Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)**

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
54	15	5	16	10	4

- **Students mentoring system available in the institution**

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1464	44	1 : 33

- Number of full time teachers appointed during the year

Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
52	44	8	0	10

- Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nil	BA	Humanities	99	53	53.5
Nil	B.Com.	Commerce	53	46	80.9
Nil	B.Sc.	Medical	6	6	100
Nil	B.Sc.	Non-Medical	14	12	85.7
Nil	B.Sc.	Computer Science	10	10	100
Nil	B.Sc.	Economics	8	4	50
Nil	M.A.	English	16	14	100
Nil	M.A.	Economics	14	14	100
Nil	M.Com.	Commerce	46	42	91.3
Nil	PGDCA	Computer Science	29	27	93.1

- Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Newly Added
Video Centre	Existing
Value of the equipment purchased during the year	Newly Added
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Nil
Classrooms with Wi-Fi OR LAN	Existing

- **Technology Upgradation**

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GB PS)	Others
Existing	68	3	4	14	2	1	10	50	0
Added	6	0	0	0	0	0	0	0	0
Total	74	3	4	14	2	1	10	50	0

- **Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc**

Various types of funds like Science fund, Sports fund, Amalgamated fund, Annual fund, Health fund etc. is collected from students and is a part of fee structure. The college ensures that this amount is properly allocated and utilised by the concerned department. Required funds for the maintenance and utilisation of infrastructure are allocated by Principal and Bursar as per the requirements of Heads of Departments. Allocation and utilization of funds are as per Punjab Financial Rules and as per guidelines issued by higher authorities. Every department has their own stock register with up-to-date record. College has a committee for the upkeep of infrastructure and Property of the College. Infrastructure is maintained and utilised for the following purpose. Laboratory and Computers– The College has nine laboratories in all. These are used to impart practical knowledge to students as per university syllabus. Regular practicals are conducted in the laboratories. Funds are required for regular repair of equipment and purchase of chemicals, samples etc. Computer laboratories are established by the College from funds received from UGC and from its own resources.

Computers are widely used for academic and office purposes. These are regularly upgraded as per requirements and necessary software are purchased as per requirements. Proper supervision is there at the time of use of infrastructure and computers. Library - Additions are made in the library whenever funds/ grant is received from any source and from our sources. Books are issued to students for 15 days with a facility of renewal. Proper record on the form of Stock Register, Books Issue Register, Newspaper and Magazine/journal is maintained in the library. To ensure return of books 'No Dues' from the library is must for students before taking the roll number slip for semester examination. College library building include newly constructed well-furnished air-conditioned 'Reading Hall' for the students. Sports Complex – Sports complex of the College consists of six playgrounds and one Gymnasium. It is maintained through Physical Education Department. Playgrounds are used for physical education practical. Every Year Annual Sports Meet is organised for the physical development of the students. Gymnasium is open to students and teachers. Classrooms - Classroom cleanliness and maintenance is regularly monitored by a Committee. Arrangement of proper lighting and ventilation is ensured in the classrooms. At the department level, HOD submit their requirement to the Principal regarding classroom furniture and other facilities. Overhead projector and Smart Classroom system is properly supervised for its working and necessary repair and is ensured that it is properly utilized by the teachers. Cleanliness of classrooms, gymnasium, laboratories, toilets, besides other campus is under the supervision of a committee with a senior teacher as its head. Services of plumbers, carpenters, masons, Computer experts are regularly called to ensure the maintenance of classrooms and other infrastructure. Now college campus is upgraded for the teachers to enable them for on-line teaching due to covid-19 situation in the country.

IT infrastructure

Technology Upgradation (overall)

	Total computers	Computers	Internet	Browsing	Computer Centres	Office	Department	Avialable bandwidth
Exitng	68	52	yes	14	02	06	10	50 mb per second
Add ed	06	03		01	01		03	
Total	74	55	yes	15	03	06	13	

Office of the Principal N.J.S.A. Govt. College Kapurthala

Extension and outreach programmes conducted in

Activities of NSS During session 2017-2018

Date of Activity	Organising Agency	Name of the Activity	No. Of Volunteers Participated
07-11-2017	NSS	Celebration Of World Population Day	50
18/07/2017	NSS	Van Mahotsav	25
1/8/2017 to 14/08/2017	NSS	Activities Under Swachh Bharat Pakhwara	
08-08-2017	NSS	One Day Camp	60
14/08/2017	NSS	Pledge	60
15/8/2017	NSS	Celebration Of Independence Day	80
31/10/2017	NSS	Celebration Of National Unity Day	60
11-11-2017	NSS	National Education Day	60
28/11/2017	NSS	National Constitution Day	60
23/12/2017 to 29/12/2017	NSS	7 Days NSS Camp Dec.2017	50
25/01/2018	NSS	Rally On National Voter Day	75
25/01/2018	NSS	State Level Function Of National Voters Day at Hindu Kanya College, Kpt.	1
21/02/2018	NSS	Seminar On Swachh Bharat Mission	50
28/02/2018	NSS	Seminar On Legal Services	60
23/03/2018	NSS	State Level Function Of National Youth Empowerment Day at New Dana Mandi, Kpt	50
06-05-2018	NSS	World Environment Day	25
21/06/2018	NSS	State Level Function Of International Day Of Yoga at Virsa Vihar, Kpt	25

Activities of NCC During session 2017-2018

11-03-2017	NCC	Blood Donation Awareness camp	52
20/02/2018	NCC	Eye Donation awareness camp	80
28/6/2017 To 7/7/2017	NCC	Combined Annual Training Camp (C	8
3/7/2017 to 7/7/2017	NCC	Pre TSC Training at Kapurthala 21P	8
12/7/2017 to 21/07/2017	NCC	Pre TSC Training at SBBS Padhiana	5
25/07/2017 to 3/8/2017	NCC	TSC under CATC at SBBS Padhiana	4
28/7/2017	NCC	Inter Battalion Drill and Guard of Ho	22
08-01-2017	NCC	Best Cadets Competition	2
15/8/2017	NCC	Independence Day Parade At Guru	50
8/8/2017 to 3/9/2017	NCC	Pre TSC	3
25/8/2017 to 9/9/2017	NCC	Army Attachment Camp at Jalandh	2
7/9/2017 to 18/9/2017	NCC	Advance Leadership Camp at Malo	2
11/09/2017 to20/09/2017	NCC	Personality Development and Life S	1
20/9/2017 to 29/09/2017	NCC	CATC	3
5/10/2017 to 16/10/2017	NCC	Special National Integration Camp	3
9/10/2017 to 18/10/2017	NCC	Special National Integration Camp	2
21/10/2017 to 1/11/2017	NCC	IGC Selection and Training Camp at	2
11-03-2017	NCC	Basic Leadership Camp	2
12/11/2017 to 21/11/2017	NCC	DCATC	2
18/01/2018 to 28/01/2018	NCC	National Integration Camp at Delhi	6
26/01/2018	NCC	Republic Day Parde	56
5/3/2018 to 15/3/2018	NCC	Inter Group Firing Competition at K	9
19/3/2018 to 21/3/2018	NCC	Inter Group Firing Competition at H	9
23/3/2018	NCC	Drug Abuse Prevention Programme	20
28/5/2018	NCC	Pride of Kapurthala' Function	1
2/6/2018 to 11/6/2018	NCC	HP Trekking -I Camp at Baijnath (H	4
4/6/2018 to 15/6/2018	NCC	Ek Bharat Shreshta Bharat Camp at	5
13/6/2018 to 22/6/2018	NCC	CATC at SBBS Padhiana	23
21/6/2018	NCC	International Yoga Day Celebration	50
4/6/2018 to 13/6/2018	NCC	Firing Camp at hoshiarpur	1
19/6/2018 to 28/6/2018	NCC	CATC at Phagwara	9

Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc

- Proper upkeep and Use of Laboratories/Playgrounds.
- Automation of College Library.
- Proper Maintenance and repair of Laboratory equipment.
- Use of Laboratory equipment for practical.
- Computers are used in computer labs, office, classrooms, departmental roomsetc.
- Playground are used for sports practice and for competition.
- Students use college library for books and for reading in their free/libraryperiods.
- Separate common room for girls.
- Classroom with ICT facility are widely used for teaching.
- Virtual Classroom is used for teaching and for seminars/extension lectures.
- Use of faculty department rooms by teachers for advancement of theirknowledge.
- Wide use of Wi-Fi facility by faculty members and students



Principal

N.J.S.A. Govt. college,
Kapurthala.

